



## PORTERVILLE DEVELOPMENTAL CENTER

### JOB OPPORTUNITY BULLETIN

### ASSISTANT COORDINATOR OF NURSING SERVICES

<b>SALARY RANGE:</b>	<b>\$7,402 - \$9,316</b>
<b>TENURE/TIME BASE:</b>	<b>Permanent/Full-Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Coordinator of Nursing Services Office</b>
<b>FINAL FILING DATE:</b>	<b>December 04, 2015</b>

**DESCRIPTION OF DUTIES:** CNS Office has One position available. Shift and Day off cycle to be determined. The duties of the ACNS cover the Secure Treatment Area (STA) and General Treatment Area (GTA) clients and staff (forensic and non-forensic). The ACNS has facility-wide responsibility for directing and coordinating emergency nursing services on a 24 hour basis to clients, employees, and visitors in the STA and GTA at PDC. The ANCS adjusts staffing to assure minimums meet licensing and accreditation standards after hours; takes charge during internal disaster or crisis; along with coordinating necessary communications with outside public and private sources; and acts as Coordinator of Nursing Services in his/her absence. Must maintain a valid State of California Driver's License and be cleared to drive state vehicles at PDC.

**WHO IS ELIGIBLE TO APPLY:** Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures, reinstatement, or employee transfers) or be list eligible as a result of taking an examination.

**HOW TO APPLY:** Submit a completed standard state application (STD. 678), Copy of RN License, Criminal Record Supplemental Questionnaire, and a copy of Bachelor's Degree or Physical Assessment Certificate by the Final Filing Date. Applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application the type of eligibility they currently possess and which qualifies them to apply at this time. Please indicate your eligibility on the title section of the STD-678. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. All applications will be screened and only the most qualified will be contacted for an interview. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. NOTE: All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov).

*Applications must be received to the address specified below no later than close of business (5:00 p.m.) of the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be processed. Faxed applications will not be processed.*

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:**

Porterville Developmental Center  
 Human Resources Personnel Examination and Recruitment  
 P.O. Box 2000  
 Porterville, CA. 93258  
 26501 Ave. 140  
 Porterville, CA. 93257  
 (559)782-2087, (559)782-2322 or (559)782-2087 (Contact Jessica Linan, Cecelia Goucher or Amanda Avila for questions specific to the essential functions of the position only).